

# **The County Sanitation Districts Of Los Angeles County Is Seeking An Assistant Human Resources Manager**



## **UNIQUE OPPORTUNITY**

*This is a unique opportunity to take a key human resources leadership role with a large, award winning, and financially stable special district providing environmentally sound and cost-effective wastewater and solid waste management to more than half the population of Los Angeles County.*

## THE DISTRICTS

The County Sanitation Districts of Los Angeles County is a confederation of independent special districts serving approximately 5.2 million people in Los Angeles County. The Districts' service area covers approximately 800 square miles and encompasses 78 cities and unincorporated territory within the County. Primarily an engineering organization, the Districts design, construct, operate, and maintain facilities to collect, treat, recycle, and dispose of sewage and industrial waste and provide for the management of solid waste, including disposal, transfer operations and materials recovery.

Originally formed in 1923, the Districts is a special district under California law and is made up of 25 separate Sanitation Districts working cooperatively under a Joint Administration Agreement with one administrative staff headquartered in Whittier. Each District has a separate Board of Directors consisting of the mayor of each city within the District and the Chair of the Board of Supervisors for county unincorporated territory. Each Sanitation District pays its proportionate share of joint administrative costs.



The Districts' 1,400 miles of main trunk sewers and 11 water reclamation plant facilities convey and treat approximately 530 million gallons per day (mgd). Approximately 190 mgd of this treated water is available for reuse in the dry Southern California climate. Among these facilities is the Joint Water Pollution Control Plant, located in Carson, which began service in 1938 and today treats more than 300 mgd of wastewater and performs a critical role in the protection of public health and the environment.

The Districts' three active sanitary landfills handle approximately 22,000 tons per day (tpd) of trash (about 40% of the County-wide disposal capacity), of which 14,000 tpd are disposed and 8,000 tpd are recycled. The Districts also operate three gas-to-energy facilities, two recycle centers, two transfer/materials recovery facilities, and participates in the operation of two refuse-to-energy facilities. Among the Districts' facilities is the Puente Hills Landfill, located near Whittier, which is the nation's largest landfill.

The Districts' overall wastewater and solid waste management budgets for FY 2004-05 are \$594 million and \$222 million, respectively. Both systems provide service to its customers at some of the lowest rates in the entire country.

Approximately 1900 engineering, operational, technical, and administrative employees, along with contracted service providers, conduct the Districts' operations. Overall administration of the Districts is the responsibility of a Chief Engineer/General Manager who reports to the Boards of Directors and is supported by an Assistant Chief Engineer/Assistant General Manager. The Executive Team reporting to the Chief Engineer/General Manager includes the Deputy Assistant Chief Engineer for Office Engineering; Department Engineers for Solid Waste Management, Sewerage, Technical Services, and Financial Management; the Human Resources Manager; and the Administrative Services Manager.

## CURRENT ISSUES AND PRIORITIES



Current issues and priorities facing the Districts, which impact the Human Resources Department, include:

**Expansion and Improvement Projects** – Population growth and increased regulatory mandates require the Districts to continue a nearly overwhelming number of construction projects to expand and improve facilities and operations. Providing the necessary human resources to support this nearly constant level of important projects is particularly challenging for the organization.

**Outsourcing** – Taking advantage of experienced services available in the private sector, and keeping in mind a desire to control the growth of its workforce, the Districts have used outsourcing to respond to pressing operational needs. Evaluating various related factors and developing the best plan for the use of outsourcing is a significant current objective for the organization.

## THE HUMAN RESOURCES DEPARTMENT

The Districts' Human Resources Department plays a critical role in supporting the organization's delivery of quality service. The Department is responsible for achieving excellence in people management through its functions of recruitment, selection, classification, compensation, environmental health and safety, payroll, benefit administration, workers' compensation, labor relations, and employee development. The Human Resources Manager leads this multi-faceted Department and reports to the Assistant Chief Engineer/Assistant General Manager.



In labor relations, the Districts negotiate with nine recognized employee groups of the Districts' employees. The Districts currently operate under long-term employee agreements and enjoy generally positive relations with its labor groups. Four of these groups are represented by national or regional labor organizations. The Human Resources Manager leads the Districts' labor relations program.

The Department has 40 employees including the Assistant Human Resources Manager, Employment and Classification Manager, Environmental Health and Safety Manager, Payroll Supervisor, Administrative Secretary, as well as various analysts, administrative, and clerical staff.

Since 1972, the Districts has had just two Human Resources Managers. Current Manager Valorie Hall has been in her position since 1996.

## THE ASSISTANT HUMAN RESOURCES MANAGER

The Assistant Human Resources Manager will work directly with the Human Resources Manager in a variety of labor relations activities, but will also be assigned responsibilities to audit various human resources policies and programs to determine service effectiveness and recommend related improvements. The Districts' employee performance system is an example of one of the programs the Assistant Human Resources Manager will evaluate.

## IDEAL CANDIDATE

The ideal candidate will be a bright, senior-level public sector human resources professional looking for career growth. This dynamic leader and creative problem solver will have a strong customer service orientation and possess excellent communication and interpersonal skills. A balanced background in labor relations/collective bargaining, classification, benefits, compensation, discipline, recruitment, selection, and training is desirable.

Specific qualifications are as follows:



### EXPERIENCE

A minimum of three (3) years experience in an organization of comparable size as a senior human resources analyst, including significant involvement in labor relations activities, as well as involvement in either recruitment/selection or classification/compensation is expected. California public agency experience is preferred.

### EDUCATION

A bachelor's degree in industrial psychology, business or public administration, or related field is required. A master's degree is preferred.



### COMPETENCIES

- Intelligent; uses common sense
- Very responsive
- Able to develop effective solutions to problems
- Knowledgeable of laws, regulations, and court decisions related to personnel systems
- Analytical, with an orientation to detail
- Capable of resolving conflicts in an equitable manner

### MANAGEMENT STYLE

- Active and involved
- Sensitive to the culture of the organization
- Persuasive
- Flexible and composed
- Enjoys the work and uses humor in positive ways

To learn more about the County Sanitation Districts of Los Angeles County, visit its website at [www.lacsd.org](http://www.lacsd.org).



## COMPENSATION AND BENEFITS

Contact CPS Executive Search for information on the competitive salary and benefits package offered for this position.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter indicating current salary and the names of three work-related references by **Friday, December 17, 2004** to:



Kris Kristensen  
CPS EXECUTIVE SEARCH  
241 Lathrop Way  
Sacramento, CA 95815  
916 / 263-1401  
Fax: 916 / 561-7205  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by CPS consultants in December. Those candidates appearing best suited for this new position will be reported to the Districts. The Districts will then invite between four to six candidates to interview sometime in early January. After full reference and background checks are completed, the Districts anticipate making an offer of appointment by the end of January.

**SANITATION DISTRICTS OF LOS ANGELES COUNTY**

